



Intensive course in conveyancing practice for conveyancing typists

Purpose

To give conveyancing typists, or prospective conveyancing typists, intensive theoretical and practical training and offer them a career-oriented qualification.

Three diplomas

Basic Diploma in Conveyancing Practice – for beginners to persons who have been working in a conveyancing practice for some years. This is our most popular course that lays the foundation on which to build a more advanced knowledge of deeds.

Diploma in Conveyancing Practice – for people who have already done the Basic Diploma or who have been working in a conveyancing practice for one to two years and who are interested in the specialised topics covered in this course.

Advanced Diploma (*only available on the internet) – for persons who have done the above diplomas and want to learn more about the most challenging and specialised aspects of the work. For those who seriously attempt to become a senior conveyancing typist.

Registration form

1) Indicate your preferences in the option boxes. 2) Complete all your details below. 3) Fax or e-mail then this page with proof of payment to us (use your name and surname as reference in the payment slip).

Name and surname: _____
 ID number: _____
 Firm: _____
 VAT number: _____
 Cellphone: _____

Certificates and Diplomas

Silver certificates and diplomas are issued after the successful evaluation of the applicable modules. Golden certificates and diplomas are issued after certain prescribed work has been completed independently by the learner.

Course fees

Payment to the Centre for Conveyancing Practice, ABSA, 919-352-0657

- Diploma – R4,500 or R3,900 for early registration**
- Module – R1,600 or R1,400 for early registration**
- Self-study – R3,900 for diploma or R1,400 for module**

* Early registration is applicable if your registration form and full payment are received a week before the commencement of the course for which you want to register.

www.aktepraktyk.co.za

Visit our website for more information and online registration.

Register at the Centre for Conveyancing Practice
 PO Box 74047, LYNNWOOD RIDGE, 0040
 Tel:(012)361-1715 | Fax: 086-660-0463
 E-mail: annemarie@aktepraktyk.co.za.

Telephone: _____
 Facsimile: _____
 Postal address: _____
 _____ Postal code: _____
 E-mail: _____

Syllabus

Basic Diploma

- Module 1** – Conventional Deed of Transfer – theory
- Module 2** – Conventional Deed of Transfer – practical case study
- Module 3** – Mortgage Bonds registration & cancellation procedure

Diploma

- Module 4** – Sectional Deed of Transfer
- Module 5** – Estate Transfers
- Module 6** – Capita Selecta

Advanced Diploma

- (only available on the internet)
- Module 7** – Servitudes, subdivision and consolidation of property
- Module 8** – Opening of a sectional title register
- Module 9** – Opening of a township register

Dates vir 2011

	Venue and Language	✓	Diploma	✓	Module 1	✓	Module 2	✓	Module 3
Basic Diploma	Pretoria (Afrikaans)		24 - 28 January		24 Jan		25 Jan		27 Jan
	Johannesburg (English)		31 Jan - 4 Feb		31 Jan		1 Feb		3 Feb
	Pretoria (English)		11 - 15 April		11 April		12 April		14 April
	Pretoria (Afrikaans)		5 - 9 September		5 Sept		6 Sept		8 Sept
	Johannesburg (English)		12 - 16 September		12 Sept		13 Sept		15 Sept
	Pretoria (English)		19 - 23 September		19 Sept		20 Sept		22 Sept
	Self-study		Basic Diploma		Mod 1		Mod 2		Mod 3
Diploma	Venue and Language	✓	Diploma	✓	Module 4	✓	Module 5	✓	Module 6
	Pretoria (Afrikaans)		9 - 13 May		9 May		10 May		12 May
	Johannesburg (English)		16 - 20 May		16 May		17 May		19 May
	Pretoria (English)		23 - 27 May		23 May		24 May		26 May
	Pretoria (Afrikaans)		3 - 7 October		3 Oct		4 Oct		6 Oct
	Johannesburg (English)		10 - 14 October		10 Oct		11 Oct		13 Oct
	Pretoria (English)		17 - 21 October		17 Oct		18 Oct		20 Oct
Self-study		Diploma		Mod 4		Mod 5		Mod 6	

Registration is subject to the "Registration Rules" as stated on our website www.aktepraktyk.co.za

